

# Cayuse 424



**Office of Sponsored Programs (OSP)  
in collaboration with RAS team**



# Agenda

- Overview of Research Administration Program (RAP)
- What is Cayuse 424?
- Benefits of Cayuse 424
- When to use Cayuse 424
- How Cayuse 424 fits in the proposal process
- How to get started

# Research Administration Program (RAP)

- Combined effort with Research Administration Systems (RAS) team and Enterprise Systems
- Addressing Research Administration needs:
  - Budget & proposal development
  - Sharing, routing & approvals
  - Agreement tracking
  - Post-award project management
  - Research compliance
  - Reporting & analytics
- Evaluating commercial and community-source

# RAP Steering Team

- Rodd Hall (OVPR -- chair)
- Ken Miller (University Controller)
- Debbie Fulton (Enterprise Systems)
- Allen Campbell (Budget & Financial Systems)
- John Rudd (Sponsored Programs)
- Ginger Clayton (Computer Science)
- Randy Wynne (Natural Resources)
- Steve Kleiber (Agriculture & Life Sciences)
- Jack Lesko (College of Engineering)
- Roger Avery (College of Vet Med)
- Laurie Coble (VBI)
- Sue Ott Rowlands (Liberal Arts & Human Sciences)

# What is Cayuse 424?

- “System to System” (S2S) interface to Grants.gov
- Replaces direct use of Grants.gov for proposal submission
- Web-based hosted software solution
- Originated with a PI frustrated with cumbersome NIH forms

# Benefits of Cayuse 424

- Store and share pdf and Word documents such as biosketches
- Save key information and auto-populate submission forms (e.g., DUNS #, VT legal name)
- Maintain your own professional profile
- Autofill contact information for pre-award administrator and AOR (John Rudd)

# Benefits of Cayuse 424

- Collaborate with co-PIs without emailing large pdf packages
- Delegate work to staff where appropriate
- Clean up errors in submission faster
- Save proposal templates for future use
- Import subcontract proposals from other institutions

# When to use Cayuse 424

- Pilot Phase through Friday, March 9, 2012
- Campus-wide go-live Monday, March 12, 2012



# When to use Cayuse 424

- ALL Grants.gov proposal submissions supported by Cayuse

(Please note: Cayuse currently supports 98% of all Grants.gov opportunities, but not all HUD and Dept of Commerce solicitations)

- ALL NSF proposal submissions that can be submitted through Grants.gov

(Please note: Cayuse does not currently support NSF Collaborative Proposals – those must still be submitted via Fastlane)

# When to use Cayuse 424

How do I KNOW if a solicitation is 'supported' by Cayuse 424?

- Virtually all solicitations that require, or provide for, submission via Grants.gov are supported
- If an opportunity can be retrieved into Cayuse 424, then you can submit a proposal to it
- If unsure, your OSP pre-award administrator can double-check

# How Cayuse 424 fits in the proposal process

- Find an opportunity and review it thoroughly
- Work with OSP to develop an approved budget in Excel, and other documents
- Complete and send OSP the Sponsored Programs Approval Forms, routed and signed in the usual way
- Enter your proposal information into the proposal package in Cayuse 424 rather than Grants.gov or Fastlane **(NEW process)**

# How Cayuse 424 fits in the proposal process

- Notify your pre-award administrator that the proposal is complete and ready for review and submission, using the Routing feature of Cayuse 424 **(NEW process)**
- OSP reviews and submits the proposal
- Proposal is available for review in Cayuse 424 afterward, or to transform to a new opportunity **(NEW process)**

# How Cayuse 424 fits in the proposal process

Still need to meet the established proposal deadlines:

- All administrative documents submitted to OSP by 9:00 a.m. the day BEFORE the sponsor deadline (approval forms and final budget)
- All other proposal elements submitted to OSP by 9:00 a.m. the day of the sponsor deadline

# What if my proposal has subcontractors?

Four options:

1. Subcontractor creates and sends a proposal using *subawards.com*
2. Subcontractor (if a Cayuse 424 customer) creates a proposal in Cayuse 424, exports and sends
3. Subcontractor exports from the Grants.gov the subawardee budget Adobe package and sends
4. We create a subaward proposal from scratch in Cayuse 424, using material from subcontractor

# How to get started

- Your OSP pre-award administrator is the first line of support
- Attend classroom training or view online
- Use the OVPR Electronic Research Administration (ERA) website to learn more, log in, and access other support materials:

[www.research.vt.edu/era](http://www.research.vt.edu/era)

